

Party Planning Form

Phone: 860.429.3015 Email: Parks&Rec@MansfieldCT.org

Common Party Times

Friday: 6-8 pm

Saturday: 12:30-2:30 pm | 4-6 pm **Sunday:** 11 am-1 pm | 12:30-2:30 pm 2:30-4:30 pm | 4:30-6:30 pm | 5:30-7:30 pm

Party Rooms

Arts & Crafts Room (holds up to 20 people)
Arts & Crafts Room w/Teen Center

(holds up to 35 people, available on Sundays)

Community Room (holds up to 50 people)

Community Room w/Kitchen (holds up to 50 people)

Party Add Ons

SPLASH BASH: 1st hour of your 2 hour party time in the pool during general swim. 1 pool inflatable. Circle 1: snake | dog | dragon | fruit slice

*Available times may include: Fridays, 6:00-7:00 pm, Saturdays, 12:30-1:30 pm and 4:00-5:00 pm Sundays, 12:30-1:30 pm, 2:30-3:30 pm, 4:30-5:30 pm and 5:30-6:30 pm. Splash packages are limited to two per day. Recommended for children ages 7+. Swim test required. Non-swimmers MUST have a parent/guardian in the water with them at all times. Therapy pool/diving board may not be available. *subject to change, blackout dates may apply, splash parties not available on Family Fun Nights.

SPORTS AND GAMES: 1st hour of your 2 hour party time in ½ the gym with MCC staff to run your child's favorite games, all gym equipment needed. Recommended for ages 6+. Available times vary.

GIANT SLIDE PARTY: 1st hour of your 2 hour party time in ½ the gym with the 12 foot inflatable slide and MCC staff to supervise! Available times vary.

PRE-SCHOOL PLAY: 1st hour of your 2 hour party time in ½ the gym. MCC staff set up our tot toys for guests to have free play time. Appropriate for ages 5 and under. Available times vary.

PAINT PARTY: 1 hour of your 2 hour party time with MCC Art staff. Choose from our selection of themes and be led with step-by-step instruction through the painting process. Each guest will complete their own painting to bring home. Available Saturdays 12:30-1:30pm. Blackout dates may apply. Ages 5 and up.

PIZZA/JUICE/CAKE: Take away some party stress by letting us take care of your refreshments. Add pizza from Dominos, 64 fl. oz. bottles of juice, and/or an ice cream cake from the Dairy Bar! We'll place the order and have it ready for your party. *Desired counts must be confirmed one week prior to party.*

DECORATIONS: Let us decorate for you! You choose up to two colors, we'll put up the streamers, and prepare the tables with all necessary coverings, plates, cups, napkins and cutlery. You just come and relax.

Mansfield Community Center Party Form

Please take the time to review the information below and return this form to the Mansfield Community Center with payment in full to request a room for your party. Party requests and full payment MUST be received at least two weeks in advance for planning purposes. Please call 860-429-3015 for more information. Please note that parties must include the Arts and Crafts Room or the Community Room. Your reservation is not confirmed until you receive a detailed confirmation receipt. Pick a second choice in case your first choice is not available.

Parent's Name		Child's Name		
	Child's Name Email			
			s # of extra adults_	
Address			· <u></u>	
Street		City	Zip Code	
Room requested		2nd choice		
Date requested		Alternate Date		
Time Requested		Alternate time		
Party Room	Member Price	Non-Member Price	Total	
Community Room	\$100	\$200		
Community Room w/kitchen	\$150	\$270		
Arts & Crafts Room	\$50	\$100		
Arts & Crafts Room w/Teen Center	\$110	\$220		
Add-on Food and Decor	Price *paid at form submission based on est. headcount		Colors/Flavor	Total
Cheese Pizza	\$16 per pizza @ pizzas		N/A	
luice (64 fl. oz.)	\$5 per bottle @	bottles	Apple Grape	
Dairy Bar Ice Cream Cake	Up to 15 people - \$50 Up to 30 people - \$65 What should your cake say?		Please Circle: Vanilla &/or Chocolate Frosting colors (2):	
Decorations (tablecloths, paper goods, streamers)	\$40		Colors (up to 2):	
Add-on Activities (1 st hour of party)	Member Price	Non-Member Price	Theme	Total
Splash Bash *see reverse for time options	Up to 15 guests: \$150 16-25 guests: \$200	Up to 15 guests: \$200 16-25 guests: \$250	Inflatable:	
Sports & Games	\$75	\$125	Games:	
Giant Gym Slide	\$150	\$200	N/A	
Pre-School Play	\$45	\$90	N/A	
Paint Party	\$50 base fee plus	\$100 base fee plus	Theme:	

For Office Use Only				
Received By				
Date	Time			

\$10 per guest (max 15)

Party Grand Total: _____

Full payment due at time of submission.

Separate \$25 security deposit required if paying with cash or check.

\$10 per guest (max 15)